

Minutes of the April 17, 2002
Printing/Mail Managers Exchange Forum Teleconference

Twenty-three individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

Corrections were made to the March 20, 2002 minutes. The minutes will be posted on the DOE Home Page. Dallas Woodruff (Headquarters) asked the group to e-mail agenda items to him that they would like to discuss during the teleconference meetings.

Happy Birthday Wish to Cathy Marciante

Cathy Marciante (Oak ridge Operations Office) celebrated her birthday during the month of April, and the group said happy birthday to her. She never did say her age!!!!

National Nuclear Security Administration's (NNSA) letterhead

Hart Guenther (Nonproliferation and National Security) asked Dallas Woodruff (Headquarters) about the approval status of the NNSA letterhead, and the electronic file that headquarters plans to provide to sites. Dallas said he met with Michael Kane (National Nuclear Security Administration *(Headquarters)*) to discuss the approval status of the letterhead, and to see if sites would be allowed to deplete their current stock of letterhead once authorization to print has been received. Mr. Kane stated he has not received approval on the design of the letterhead. Mr. Kane believes sites would be allowed to deplete their current stock of letterhead before using the new letterhead, although no decision has been made at the present time. Dallas again informed the group that he would send an electronic file, and the specifications of the approved letterhead to each site.

Karen Payne-Jones (Oakland Operations Office) wanted to know if NNSA plans to provide specific guidelines on how sites are to design their letterhead. Dallas said he has not received any guidelines from NNSA.

Since the April teleconference, Dallas met with Mr. Kane, and was told the letterhead design has not been approved.

Joint Committee on Printing (JCP) Commercial Printing Report

Dallas Woodruff (Headquarters) informed the group that he has received a number of the Joint Committed on Printing Commercial Printing Reports from sites, and he reminded the group about the deadline of May 17. Dallas provided web address: <http://www.gpo.gov/procurement/ditsg/forms.html> to the group for those that need an electronic file of the JCP Form No. 2, and or any other JCP and Government Printing Office (GPO) form. No questions were asked.

Upcoming GSA Best Practice Mail Awards

Al Majors (Headquarters) informed the group that he would be attending a meeting on April 18 at GSA on the Best Practice Mail Awards, and would provide information from the meeting to the sites. Al asked the group if any sites had applied to GSA to receive the awards. No site representative indicated they had applied for the awards. No questions were asked.

Update on the Mail Management Profile Report

Al Majors (headquarters) said he received feedback from a number of sites stating they have been unable to obtain data from some of their contractors. Al informed the group that responses received so far indicates the total out going mail volume for the Department is 2,812,308 pieces, and the postage cost for the mail volume is \$3,182,842. Al went on to say that those figures are low compared to previous years, and he again emphasized that the Department is required by law to report the mail cost and volume for both headquarters and field sites. Headquarters will continue to seek the required data from those that have not submitted their report. Al asked the group if anyone wanted to discuss any concerns in regards to not being able to collect data for the report from their contractors, and or their sites. No one replied. Al also asked the parent sites mail managers if they know all of the sites that report directly to them. No one replied. Al asked are there any questions on the Mail Management Profile Report. No questions were asked.

Other topic(s) discussed include the following:

No other topics were discussed.

Sites in Attendance

Non Proliferation and National Security
Bettis Atomic Lab
Office of Administration (2)
Nevada Operations Office
BWXT Pantex
Schenectady Naval Reactors
West Valley Demonstration Project
National Renewable Energy

Bechtel Nevada
Oak Ridge Operations Office (3)
Idaho Nat. Engineering & Environmental Lab(2)
Oakland Operations Office (2)
BWXT Y-12 (2)
Wastren- GJ Grand Junction
Oak Ridge National Lab (2)
Ohio Field Office